

## E-mail Netiquette



# Netiquette

- **Use Meaningful Subject Lines**  
Tell the person what you are sending to them so they know what to expect when the message is opened.
- **Don't Type With ALL CAPS**  
This is known as online screaming, and is considered to be rude.
- **Think Before You Type**  
It's easy to be misunderstood in Cyberspace – be clear about what you want to say. Don't send a message when you are angry – it's hard to undo things that are said in anger.
- **Use Emoticons** ☺ ☹ to help others understand what you mean.
- **Think About Attachments**  
Don't send something as an attachment if it can be copied and pasted into the email text. Don't send really large attachments. Don't send attachments with viruses. And...be careful of attachments you download.
- **Don't Spam**  
Don't send out messages that aren't wanted!
- **Don't Pass Around E-Hoaxes**  
Use your favorite Internet Search engine to learn the truth about the latest e-hoaxes, urban myths, chain e-mail and pervasive riff-raff circulating on the Internet. Don't mislead others and cause alarm or stress.
- **Don't Pass Around Chain Letters**  
They are annoying.

## Chatroom and Instant Messaging

# Netiquette

Many of the same conventions that apply to newsgroups and e-mail are also relevant in chatrooms. You're still just typing your thoughts and sending them to people, but in a chatroom, they're just a little quicker to respond.

- **Avoid Using ALL CAPS**  
It's still considered yelling.
- **Decide What Tone the Conversation Has Before Posting**  
Don't use offensive language or nicknames. Always avoid making personal attacks and calling names.
- **Don't "Flood" the Chatroom**  
Flooding is repeating messages over and over, or filling the screen with gibberish, in order to impede communication in the chatroom.
- **Be Nice to Newbies**  
If someone stumbles into your chat, who is obviously new to this medium, show them some patience and help them get the hang of it.

**Final thought:** Most *netiquette rules* are really just common sense. Give people you meet online the same respect you would give someone in-person.

# Netiquette

☺ ☹ :-) :-(

# Emoticons

:-) :-) ☹ ☺

**Emoticons** stand for emotion icons. They are used to convey emotion in writing. When emailing, IMing, or Chatting, writers use emoticons to show when joking, upset, or angry. They are useful so that someone doesn't take something written the wrong way.

Emoticons are made of a sequence of characters on your keyboard. The most common emoticon is the smile. It is used to tell people - don't take what I said seriously, I meant it as a joke or in good humor. A smile ☺ is made up of a colon for the eyes, a dash for the nose, and the right parenthesis for the smiling mouth.

Here are some other emoticons:

:~)	Standard Smiley - Shows you are kidding around or in a good mood.
:-(	Frown - Shows you are upset about something
;-)	Winking
:-D	Laughing
:-/	Undecided, confused, or skeptical
:Q	Shows confusion
:O	Shows surprise, or realization of an error

# How to keep from being bullied online

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- **Don't give out private information** such as passwords, pins, name, address, phone number, school name, or family and friends names. This information can be used by bullies and other harmful people on the Internet.
- **Use Netiquette.** Be polite online and others will tend to do the same. If someone does get angry or bullies you, ignore them - online bullies want a reaction just like other bullies.
- **Don't send a message when you are angry** - it is hard to undo things that are said in anger.
- **Delete messages** from people you don't know or people who seem angry or mean.
- **When something doesn't seem right, it probably isn't.** Get out of the site, chat, etc.

## Chatroom, IM, and Blogging Netiquette

Many of the same conventions that apply to newsgroups, e-mail and blogging are also relevant in chatrooms. You're still just typing your thoughts and sending them to people, but in a chatroom they're just a little quicker to respond.

- **Avoid Using ALL CAPS**  
It's considered yelling.
- **Decide What Tone the Conversation Has Before Posting**  
Don't use offensive language or nicknames. Always avoid making personal attacks and calling names.
- **Use emoticons ☺** to let others know how you feel.
- **Don't "Flood" the Chatroom**  
Flooding is repeating messages over and over, or filling the screen with gibberish, in order to impede communication in the chatroom.
- **Be Nice to Newbies**  
Remember your first chats? If someone stumbles into your chat, who is obviously new to this medium, show some patience and help him or her get the hang of it.

## Online Chat Aptitude

Directions: This chat is out of hand! Can you spot all the Netiquette mistakes these chatters are making? Find the errors, reword items in a nice manner and put in Emoticons to help people know when the chatters are joking, etc.

Remember, **Emoticon** is short for emotion icon ☺ ☹ :-) :-(

*Chat begins:*

Jake: Hi

Mallory: Hi

Beth: HEY Y'ALL, HOW YOU DOING?

Mallory: You idiot? Don't you know better?

Jake: XDJFEWajskdfl;wijk

Diane: what was that?

Jake: XDJFEWajskdfl;wijk

Jake: XDJFEWajskdfl;wijk

Mallory: Ok, that is just getting plain annoying.

Jake: XDJFEWajskdfl;wijk

Alex: As the moderator of this chat, I will be forced to kick you out if you keep this up.

Diane: Jake, I got your email off your profile. Make sure you read what I sent you!

Mallory: I read that email you sent me. What were you thinking? Do you really believe that junk? I mean who honestly WANTS to go to school all year? You find someone to agree with you and I'll show you a real freak!

Beth: Look, I'm outta here. As a newbie I feel stomped upon. You guys should learn some manners.

Mallory: Yeah right, so says the dummy who didn't know caps were shouting.

Diane: Mallory you are so out there!

Jake: DJSKFLWN K – bye

**End of Chat**

## Answer Key – Online Chat Aptitude

Directions: This chat is out of hand! Can you spot all the Netiquette mistakes these chatters are making? Find the errors, reword items in a nice manner and put in Emoticons to help people know when the chatters are joking, etc.

Remember, **Emoticon** is short for emotion icon ☺ ☹ :-) :-(

*Chat begins:*

Jake: Hi

Mallory: Hi

Beth: HEY Y'ALL, HOW YOU DOING? **Don't use all caps – it's considered shouting.**

Mallory: You idiot? Don't you know better? **Take some time to learn some netiquette. You should be nice to new chatters. Don't be too critical – if joking using emoticons.** ☺

Jake: XDJFEWajskdfl;wijk **Don't type gibberish in chats**

Diane: what was that?

Jake: XDJFEWajskdfl;wijk

Jake: XDJFEWajskdfl;wijk

Mallory: Ok, that is just getting plain annoying.

Jake: XDJFEWajskdfl;wijk

Alex: As the moderator of this chat, I will be forced to kick you out if you keep this up. **Moderators can kick you out of chats for not following netiquette. It is best to participate in moderated chats for safety reasons.**

Diane: Jake, I got your email off your profile. Make sure you read what I sent you!

1. **NEVER fill out a profile with personal information. This is dangerous.**
2. **Emailing people without permission can be considered spamming and is annoying.**

Mallory: I read that email you sent me. What were you thinking? Do you really believe that junk? I mean who honestly WANTS to go to school all year? You find someone to agree with you and I'll show you a real freak! **This is an inflammatory statement and can lead to harassment, etc. Be careful of what you say and how you say it online. You can disagree without insulting. Use emoticons!** ☺ ☹

Beth: Look, I'm outta here. As a newbie I feel stomped upon. You guys should learn some manners. **This new chatter is leaving after having others be rude and ignore. Remember to be considerate of new chatters.**

Mallory: Yeah right, so says the dummy who didn't know caps were shouting. **Again, an inflammatory statement. If joking use emoticons.** ☺

Diane: Mallory you are so out there!

Jake: DJSKFLWN K – bye gibberish!

**End of Chat**